

DAILY TIME RECORD  
GALUPO, ARCHILLE C.  
(NAME)

For the month of  
October 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED				7:08	8hrs	
2-THU	7:05	12:13	12:14	7:37		8hrs
3-FRI	7:16	12:40	12:42	5:14		8hrs
4-SAT						Off
5-SUN						Off
6-MON	6:57	12:26	12:27	5:15		8hrs
7-TUE	7:52	12:49	12:50	5:05		8hrs
8-WED	7:16	12:55	12:56		4hrs	4hrs
9-THU		12:22	12:23	5:26	4hrs	4hrs
10-FRI	6:54	12:07		5:39		4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:09			10:58	8hrs	
14-TUE	8:10	12:57	12:58	5:14		9hrs 3mins
15-WED	7:09	12:38	12:39		2hrs 31mins	5hrs 29mins
16-THU	8:06			5:07	8hrs	
17-FRI	8:08	12:10	1:00	5:10		8hrs 12mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	7:21			6:23	8hrs	
23-THU		12:01	12:02	7:16	4hrs	4hrs
24-FRI	7:06	12:10	12:12	5:25		8hrs
25-SAT						Off
26-SUN						Off
27-MON		12:44	12:50	5:05	4hrs	4hrs
28-TUE		12:38	12:40	5:52	4hrs	4hrs
29-WED	8:05		12:38		8hrs	
30-THU						Absent
31-FRI						Holiday

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.

ARCHILLE C. GALUPO

VERIFIED as to prescribed office hours

LIJUERAJ J. CUADRA

Department Head  
Department of Agricultural Education & Extension

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